

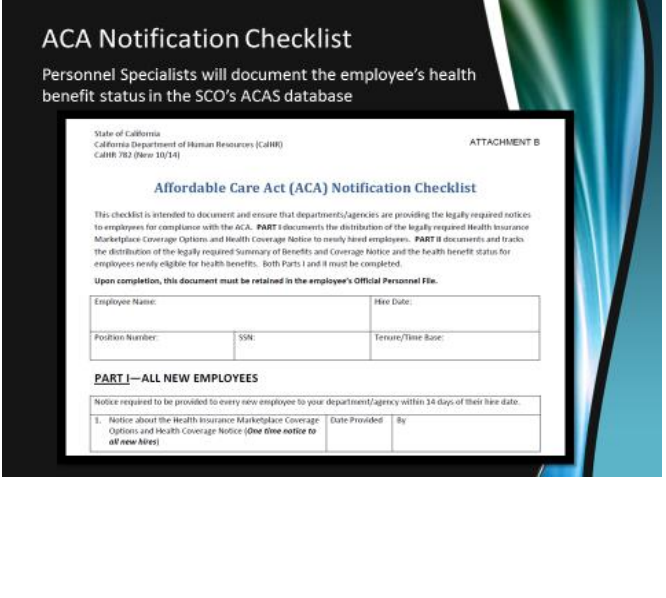
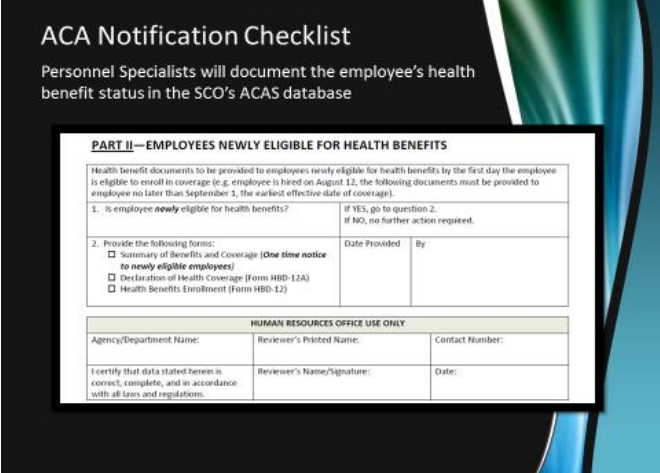
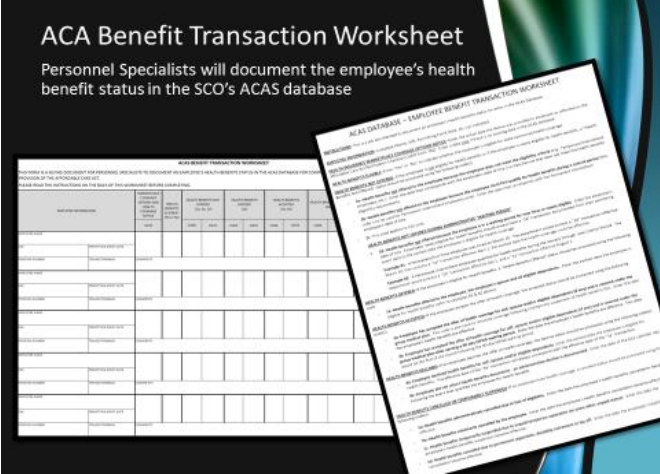
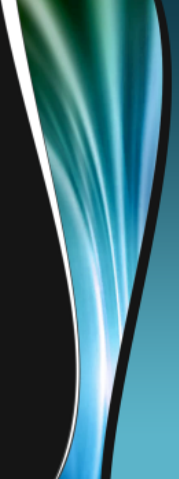




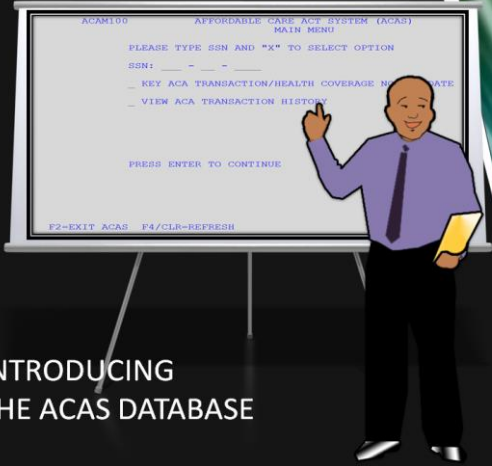


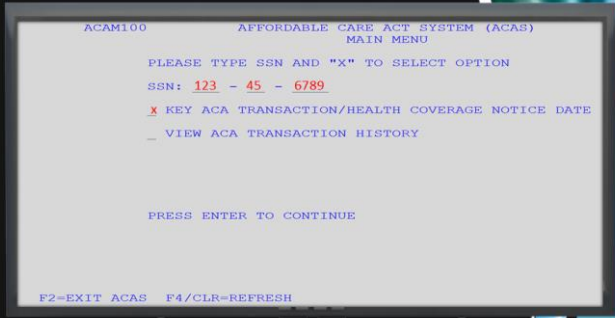
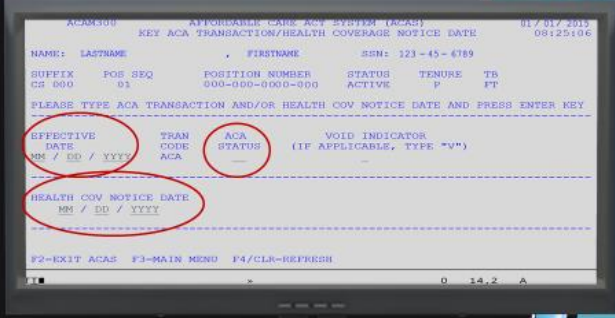
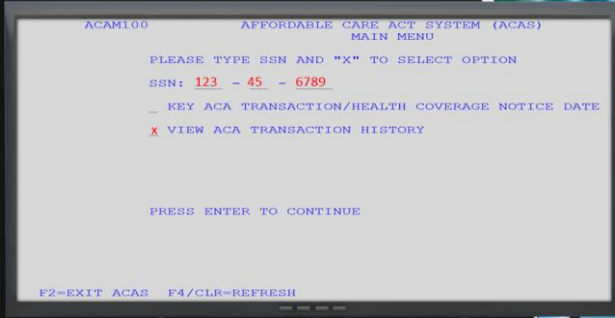
pg	Slide	Content
01		<p>Welcome to the Affordable Care Act training. We have created this presentation to help prepare you for the changes beginning in January 2015.</p>
02		<p>By now you should have already watched the 8-minute video, which explained the Affordable Care Act's Employer Shared Responsibility provision, and why compliance with the Affordable Care Act is required and important. Before we get into the details, let's review some important facts about the Affordable Care Act.</p> <p>The law requires 95% of full-time employees and their dependent children to be offered health coverage, or the State may be penalized at a cost of approximately \$450 million dollars.</p> <p>Under ACA, Full Time means an average 130 hours of service per month.</p> <p>Health coverage must be affordable and provide minimum value, and the health plans offered by CalPERS meet that standard.</p> <p>The State is required to report health coverage status to the IRS every year.</p> <p>The State Controller's Office has created the ACAS database, to capture the data the state is required to report to the IRS to demonstrate compliance.</p>

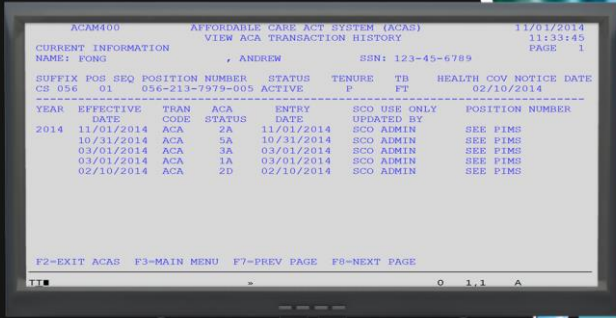
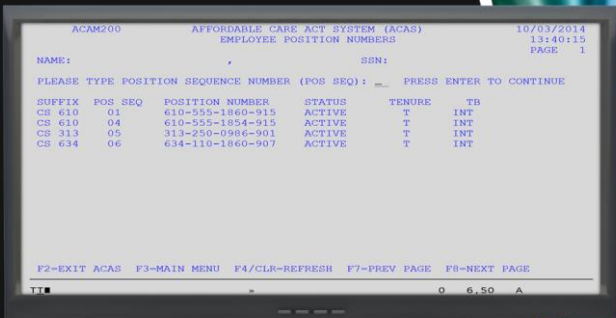
pg	Slide	Content
03		<p>While this training will introduce you to new work processes, let's start with some key things that are not changing.</p> <p>Health benefits eligibility criteria has not changed. This means that the same employees will continue to be offered health benefits.</p> <p>The earliest date that employees may be covered for health insurance will still be the first day of the month after the permitting event.</p> <p>You will login to the SCO mainframe using the same security.</p> <p>The ACAS will now accept future dated transactions that are no more than 45 days out.</p>
04		<p>Now, let's talk about the main differences under ACA.</p> <p>All health benefit status codes will be keyed into the ACAS database, which means that the ACAS must show a status, such as offer or acceptance, for each employee from date of hire to date of separation.</p> <p>There are five categories of status codes that will capture an employee's health benefits eligibility and status.</p> <p>All keying of health benefit statuses should be done during the month in which the event occurs.</p> <p>To ensure benefits are offered to all eligible employees, you will keep closer track of employees who could become eligible for benefits.</p>
05		<p>Your part in this process is to document an employee's health benefits status including the offer of health coverage, the acceptance or decline of health coverage, and any loss or cancellation of health coverage.</p> <p>Two job aids will help you. The first is the Affordable Care Act (ACA) Notification Checklist, or checklist for short.</p> <p>You should have been introduced to this new form by CalHR in an October 2014 PML.</p> <p>The checklist is mandatory for all new employees hired (or become eligible) after January 1, 2015. The top section has space to fill in the employee's name, hire date, position number, Social Security Number, and tenure/time base.</p> <p>Part I is to document that the employee was given the</p>

pg	Slide	Content
		<p>notice about the Health Insurance Marketplace Coverage Options and Health Coverage Notice. This is a one-time notice that must be given to every new employee in your department or agency within 14 days of their hire date. Departments will establish internal procedures for distributing this notice. The person who gives the notice to the employee will document this step by filling in the date and his or her name. The Personnel Specialist will follow the instructions in the ACAS User Guide regarding the entering of this date into the ACAS database.</p>
06	<p>ACA Notification Checklist</p> <p>Personnel Specialists will document the employee's health benefit status in the SCO's ACAS database</p> 	<p>Part II is to determine whether the employee is eligible for health benefits using the same process as in the past.</p> <p>If the employee is health benefits eligible, then the employee must be provided with three forms, one of which is new.</p> <p>The new form is the Summary of Benefits and Coverage. It is a one-time notice that must be provided to each newly health benefits eligible employee. In addition to this form, the employee must continue to receive the Declaration of Health Coverage (HBD 12A) and the Health Benefits Enrollment (HBD 12). Health Benefits documents must now be provided to a newly eligible employee by the first day the employee is eligible to enroll in coverage. For example, if the employee is hired on August 12, then the employee must receive the forms by September 1. The person who gives the forms to the employee will document this step by filling in the date and noting his or her name.</p>
07	<p>ACA Benefit Transaction Worksheet</p> <p>Personnel Specialists will document the employee's health benefit status in the SCO's ACAS database</p> 	<p>The second new tool is the ACAS Benefit Transaction Worksheet.</p> <p>This tool is not mandatory, but is useful as a keying document for recording each health benefit status for an employee.</p> <p>The worksheet comes with a set of detailed instructions and outlines the health benefit status transaction categories and their meanings.</p> <p>All of these steps, as well as declined and cancelled benefits, will be keyed into the ACAS Database.</p> <p>To help you understand the process, we will show you how the worksheet is used to key into the ACAS in a few minutes.</p>

pg	Slide	Content
08	<p>This training shows how to...</p> <ul style="list-style-type: none"> Log into ACAS Complete the ACA Notification Checklist Understand ACAS health benefit status codes Use the ACA Benefit Transaction Worksheet Key ACA transactions <ul style="list-style-type: none"> • Events • Effective dates View ACAS history 	<p>This training covers all you need to know to begin keying health benefit status in the ACAS database.</p> <p>We will introduce the ACAS, show you the health benefit status codes, how to key transactions and choose the correct effective dates, and how to view an employee's ACAS history.</p> <p>Now let's take a look at the ACAS!</p>
09	 <p>HOW TO LOGON TO ACAS</p>	<p>How do I log in to ACAS?</p>
10		<p>Our tour of the new ACAS database begins here. This should look familiar.</p>

pg	Slide	Content
11	<p>Follow the usual steps to here:</p> 	On this screen, enter your User ID and password,...
12	<p>Type "ACAS"</p> 	<p>...and type ACAS.</p> <p>That was easy!</p>
13	 <p>INTRODUCING THE ACAS DATABASE</p>	Now presenting ... the ACAS Database!

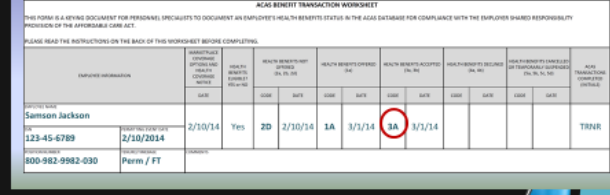
pg	Slide	Content
14	<p>Main Menu: type SSN and 'X' to Key</p> 	<p>This is the main menu.</p> <p>During this training we are not using actual Social Security Numbers.</p> <p>Let's look at the Key ACAS Transaction screen first.</p> <p>To enter a transaction, enter the Social Security Number and place an X next to Key ACA Transaction/Health Coverage Notice Date.</p>
15	<p>Key ACA Transaction Screen</p> 	<p>This is the Key ACA Transaction screen.</p> <p>Only three fields may be keyed: the effective date, the ACA status, and the Health Coverage Notice date.</p> <p>Please be sure to refer to the instructions in the ACAS User Guide regarding entry of the Health Coverage Notice Date.</p>
16	<p>Main Menu: Type SSN and 'X' to View History</p> 	<p>If you want to look at ACAS history, enter Social Security Number and enter an X next to "View ACA Transaction History."</p>

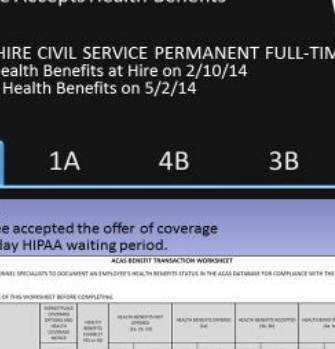
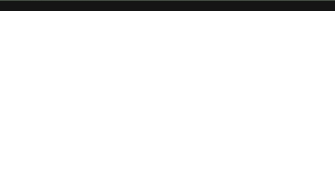
pg	Slide	Content
17	<p>ACA Transaction History screen</p> 	<p>For illustrative purposes, this is a sample of a fictitious employee's ACA transaction history screen.</p> <p>We will discuss what the ACA status codes mean later in this training.</p>
18	<p>Employees With Multiple Positions</p> 	<p>When keying an employee's ACA transaction or viewing an employee's transaction history, you may encounter an employee with multiple positions. If the user has selected an employee who has more than one position, a multiple position screen will be displayed. The user may select the position that they want to view by entering the associated sequence number and pressing enter.</p>
19	<p>Reducing Impact To Workload</p> <p>SCO will preload current employees as of December 31, 2014 into the ACAS</p> <p>Departments will enter health benefits status information for new employees hired on or after January 1, 2015</p> <p>Departments will enter any changes to all employees health benefits status beginning January 1, 2015</p> <p>Please Note: New employee data will be available on the ACAS the day after the PAR is keyed</p>	<p>Departments will not need to enter initial health benefits status information for most employees who are active as of December 31, 2014. The State Controller's Office will preload this information into the ACAS system before you begin accessing it in January 2015.</p> <p>Departments will be responsible for entering health benefit status information for employees hired on or after January 1, 2015. Departments will also be responsible for entering any changes to employee health status information beginning January 1, 2015.</p> <p>New employee data will be available on the ACAS the day after the PAR is keyed.</p>

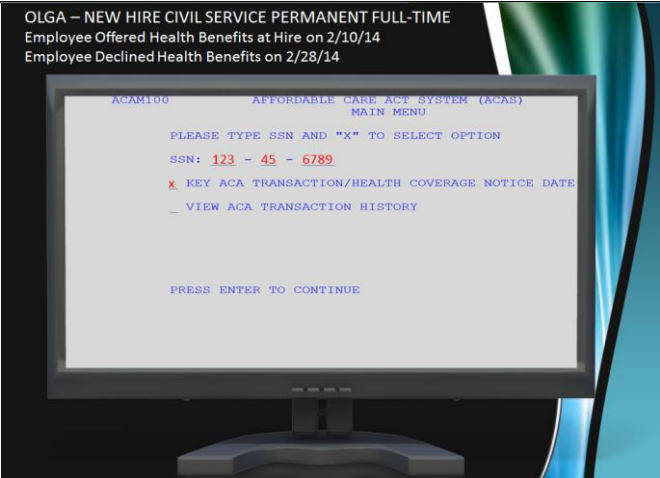
pg	Slide	Content																																				
20	<div><table><thead><tr><th></th><th>Offered</th><th>Not Offered (Not Eligible)</th><th>Accepted</th><th>Declined</th><th>Canceled / Temporarily Suspended</th></tr><tr><th>codes</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr></thead><tbody><tr><td>A</td><td>All (except ineligible)</td><td>Temporary Intermittent (not eligible)</td><td>No wait needed</td><td>Declined benefits</td><td>Loss of eligibility</td></tr><tr><td>B</td><td>CSU</td><td>Permanent Intermittent</td><td>Served 90-day HIPAA wait period</td><td>No forms returned</td><td>Voluntary</td></tr><tr><td>C</td><td>--</td><td>CSU only</td><td>--</td><td>--</td><td>Temporary Separation</td></tr><tr><td>D</td><td>--</td><td>Permanent</td><td>--</td><td>--</td><td>Perm Sep, Disability Retirement, Layoff</td></tr></tbody></table><p>INTRODUCING THE ACAS CODES</p></div>		Offered	Not Offered (Not Eligible)	Accepted	Declined	Canceled / Temporarily Suspended	codes	1	2	3	4	5	A	All (except ineligible)	Temporary Intermittent (not eligible)	No wait needed	Declined benefits	Loss of eligibility	B	CSU	Permanent Intermittent	Served 90-day HIPAA wait period	No forms returned	Voluntary	C	--	CSU only	--	--	Temporary Separation	D	--	Permanent	--	--	Perm Sep, Disability Retirement, Layoff	<p>Introducing the ACAS CODES!</p> <p>As mentioned before, an employee's health benefit status must be accounted for by an ACAS code from the date of hire to the date of separation.</p> <p>The codes which are grouped into five categories: Offered, Not offered (which includes Not eligible), Accepted, Declined, and Canceled/Temporarily Suspended.</p> <p>We'll begin by discussing category number 2 Codes, "Not offered/Not eligible."</p>
	Offered	Not Offered (Not Eligible)	Accepted	Declined	Canceled / Temporarily Suspended																																	
codes	1	2	3	4	5																																	
A	All (except ineligible)	Temporary Intermittent (not eligible)	No wait needed	Declined benefits	Loss of eligibility																																	
B	CSU	Permanent Intermittent	Served 90-day HIPAA wait period	No forms returned	Voluntary																																	
C	--	CSU only	--	--	Temporary Separation																																	
D	--	Permanent	--	--	Perm Sep, Disability Retirement, Layoff																																	
21	<div><p>What is ACAS Code 2? Not Offered/Not Eligible</p><table><thead><tr><th>2A</th><th>2B</th><th>2C</th><th>2D</th></tr></thead><tbody><tr><td>Temporary Intermittent (Not Eligible)</td><td>Permanent Intermittent</td><td>CSU Only</td><td>Permanent ½ Time or Greater (Used During Administrative "Waiting Period")</td></tr></tbody></table></div>	2A	2B	2C	2D	Temporary Intermittent (Not Eligible)	Permanent Intermittent	CSU Only	Permanent ½ Time or Greater (Used During Administrative "Waiting Period")	<p>We begin with Category Code 2 because this is the first code that will be entered for employees new to State Service.</p> <p>Each category 2 code describes an employee's health benefit status eligibility.</p> <p>2A is used when an employee is not eligible for health benefits due to tenure or timebase. Some examples of this include Seasonal Clerks, Student Assistants, Retired Annuitants, Youth Aides, and employees whose timebase is less than half time. The 2A code may also be used in certain situations for employees in multiple positions. For more information about multiple positions, please refer to the ACAS User Guide.</p> <p>2B is used when a Permanent Intermittent employee is appointed and must serve a control period before becoming eligible for health benefits.</p> <p>2C is a code for the California State University System only. Departments will not use this code.</p> <p>2D is used for all newly health benefits eligible employees. This code is entered to account for the time between the employee's permitting event date and the earliest date that the employee would be eligible for health coverage (or the first day of the month following appointment). For example, if a permanent full-time employee was appointed on March 15, 2015, they would be entered with a 2D code until April 1, 2015.</p> <p>Please note that the health benefit status codes must be keyed in sequence, so a "2" code must be keyed for an employee before any other codes may be entered.</p>																												
2A	2B	2C	2D																																			
Temporary Intermittent (Not Eligible)	Permanent Intermittent	CSU Only	Permanent ½ Time or Greater (Used During Administrative "Waiting Period")																																			


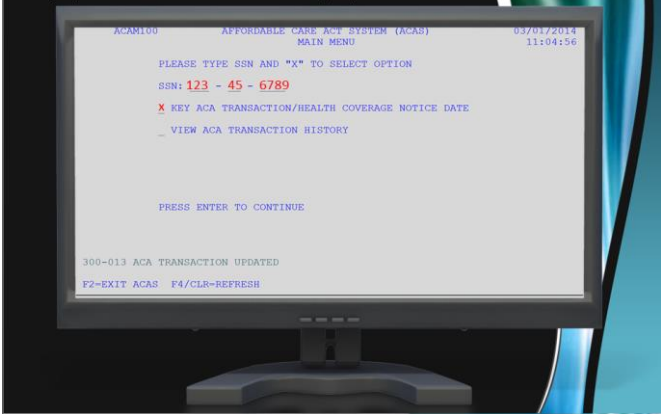
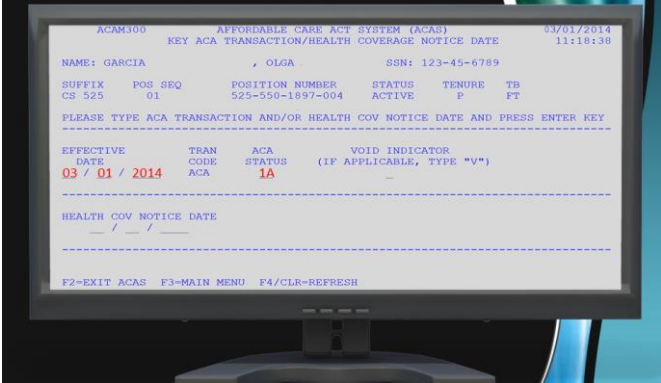
pg	Slide	Content
22	<p data-bbox="191 176 456 233">What is ACAS Code 1? Offered</p>  <p>The slide shows a large box with '1A' in the center. Below it, the text 'All (Except Ineligible)' is displayed.</p>	<p>Category code 1A is used to document the offer of health benefits. For ACA purposes, health benefits are officially “offered” on the earliest date that health coverage could be effective as outlined in the benefit eligibility rules. For newly health benefit eligible employees, this is the first day of the month following their permitting event date. All health benefits eligible employees must have a 1A keyed with an effective date that reflects the official offer date (the earliest date that health coverage could be effective).</p>
23	<p data-bbox="191 653 456 709">What is ACAS Code 3? Accepted</p>  <p>The slide shows two boxes side-by-side. The left box is labeled '3A' and contains the text 'Timely Acceptance of Health Benefits (Within 60 Days)'. The right box is labeled '3B' and contains the text 'Health Benefits Accepted (After 90-day HIPAA Waiting Period)'.</p>	<p>Category code 3A is used to document the acceptance of health benefits within 60 days of the event that makes an employee health benefits eligible. The effective date of code 3A will be the first day of the month following the return of health benefits forms to the Personnel Office.</p> <p>3B is used to document a late acceptance of health benefits. An acceptance of health benefits is considered late when the health benefits forms are not returned to the Personnel Office within 60 calendar days of the event that made the employee health benefits eligible. Employees who are late in accepting their health benefits must serve a 90 calendar day HIPAA waiting period. This 3B will be effective the first day of the month following this 90-day HIPAA waiting period.</p>
24	<p data-bbox="191 1184 456 1241">What is ACAS Code 4? Declined/ Not Accepted</p>  <p>The slide shows two boxes side-by-side. The left box is labeled '4A' and contains the text 'Declined Health Benefits'. The right box is labeled '4B' and contains the text 'Administrative Decline of Health Benefits (No Health Benefit Forms Returned)'.</p>	<p>Category code 4A is used to document the decline of health benefits within 60 calendar days of the event that makes an employee health benefits eligible. The 4A is only processed when an employee returns his or her health benefits forms declining their health benefits.</p> <p>The effective date of the 4A is always the earliest date that the health coverage could be effective as outlined in the benefit eligibility rules. This means that the effective date of the 4A and the 1A will always be the same.</p> <p>4B is used when an employee fails to return his or her health benefits forms within 60 calendar days of the event that makes an employee health benefits eligible. 4B is considered an “administrative decline” of health benefits. The effective date of the 4B is always the 61st calendar day after the event that makes an employee health benefits eligible.</p>

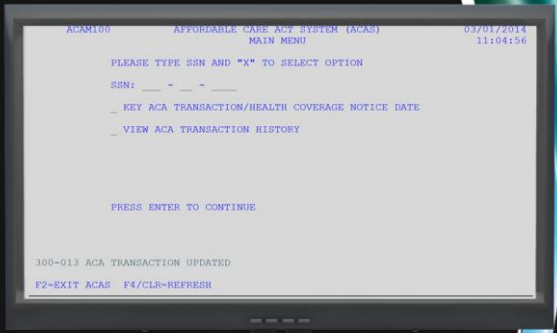
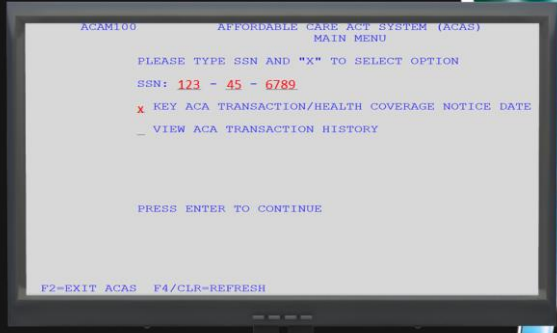
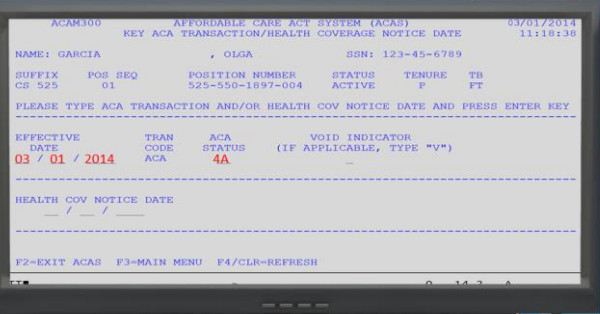
pg	Slide	Content
25	<p>What is ACAS Code 5? Canceled/Temporarily Suspended</p> 	<p>Category code 5A is used to document when an employee's health benefits are "administratively cancelled" due to a loss of health benefits eligibility. There are many reasons why an employee may lose health benefits eligibility. Some common reasons are a change in tenure or timebase that makes an employee ineligible or a permanent intermittent employee working insufficient hours in a control period</p> <p>5B is used to document when an employee submits the appropriate documents to voluntarily cancel his or her health benefits.</p> <p>5C is used to document the temporary suspension of an employee's health benefits when the employee is temporarily separated or placed on some type of unpaid status.</p> <p>5D is used to document the cancellation of an employee's health benefits due to permanent separation, disability retirement, or lay-off</p> <p>In all cases, the effective date of the "5" code is the last day of the month that the health benefits coverage was effective.</p>
26		<p>Now that you've been introduced to the ACAS database and codes, let's take a look at some scenarios. The first few scenarios will show you how to use the ACAS Benefits Transaction Worksheet, and the remaining scenarios will demonstrate how to key into the ACAS.</p> <p>For training purposes, we will display multiple ACAS benefits status codes for the same employee on a single worksheet for multiple pay periods. When you actually complete the worksheet, you will document only the ACAS benefit status codes that apply to a single pay period to be keyed. ACAS benefit statuses should be entered into the ACAS in the pay period they are effective.</p>

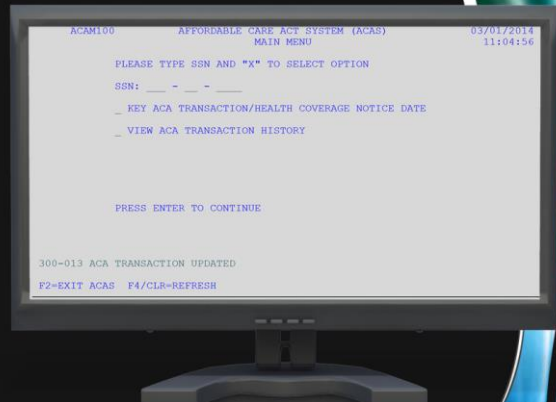
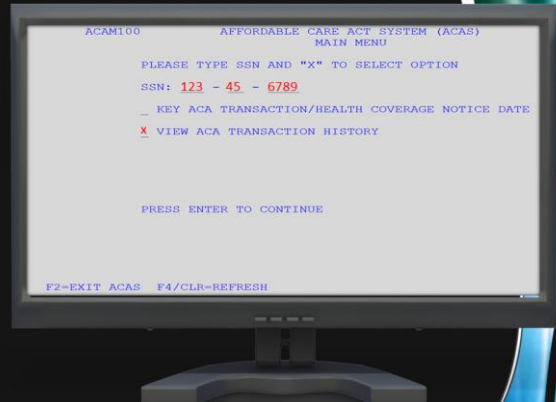

pg	Slide	Content
27	<p data-bbox="180 184 654 254">SAMSON – NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Accepted Health Benefits on 2/28/14</p> <div data-bbox="228 344 513 380"> 2D 1A 3A </div> <p data-bbox="180 407 591 443">March 1, 2014 3A means employee accepted the offer of health coverage.</p> 	<p data-bbox="852 170 1563 422">Samson Jackson was hired as a Permanent Full Time Employee effective February 10, 2014. On that day, he was provided a packet of information regarding his health benefits options that included the legally required notices discussed earlier in the training. The staff who provided the information to Samson, completed the Affordable Care Act Notification Checklist.</p> <p data-bbox="852 453 1563 558">Samson's PAR was keyed on February 11, 2014. His information was available in the ACAS on February 12, the day after the PAR was keyed</p> <p data-bbox="852 590 1563 810">On February 12, the Personnel Specialist enters a 2D code into the ACAS. This code reflects the "waiting period" between Samson's hire date of February 10, and the earliest date that he would be eligible for health coverage (the first of the month following his appointment – March 1).</p> <p data-bbox="852 842 1563 1167">Because Samson is new to State Service, and he received his Notice of Marketplace Coverage Options and Health Coverage Notice on February 10, the Personnel Specialist will enter this date in the Health Coverage Notice Date Field in February as well. Please refer to the ACAS online User Guide for more information regarding when to enter dates in the Health Coverage Notice Date Field. These rules are different if the employee is not new to state service.</p> <p data-bbox="852 1199 1563 1304">On February 28, Samson returns his signed health benefits forms to the Human Resources Office accepting health benefits.</p> <p data-bbox="852 1335 1563 1556">In March, the Personnel Specialist enters a 1A code with an effective date of March 1, into the ACAS to document the offer of health benefits. Remember, for ACA purposes, health benefits are officially "offered" on the earliest date that health coverage could be effective as outlined in the benefit eligibility rules.</p> <p data-bbox="852 1587 1563 1808">Because Samson returned his health benefit forms prior to March 1 (the first day of the month following his permitting event date), his health benefits are actually effective on March 1. Therefore, the Personnel Specialist enters a 3A code with an effective date of March 1, to reflect Samson's acceptance of health benefits.</p> <p data-bbox="852 1839 1563 1944">Here's a helpful hint: All newly health benefits eligible employees who accept health benefits and return their health benefits forms to the Human Resources Office</p>

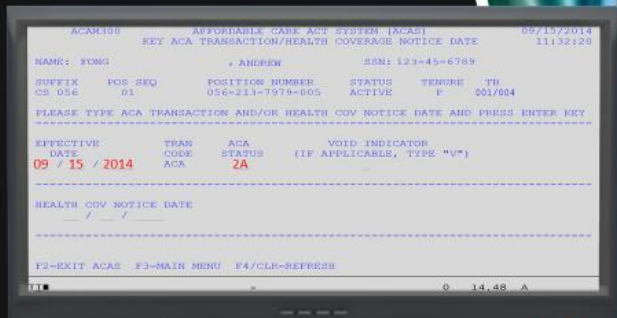
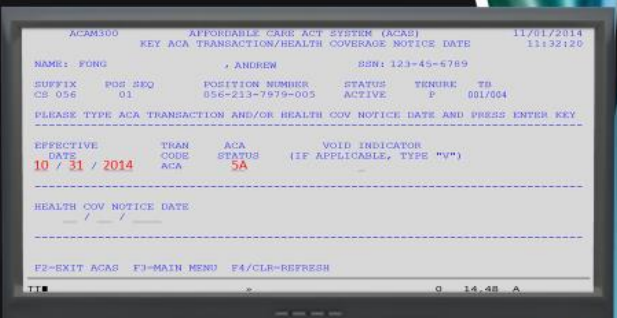

pg	Slide	Content
		<p>before the first day of the month following their permitting event date will have an offer, 1A, and acceptance, 3A, effective on the same date – which will be the first day of the month following the permitting event date.</p>
28	<p>What if Employee Accepts Health Benefits ...After the first of the month?</p> <p>SERENA - NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Accepted Health Benefits on 3/2/14</p> <p>2D 1A 3A</p> <p>April 1, 2014 3A means employee accepted the offer of health coverage.</p> 	<p>What if Employee Accepts Health Benefits After the first of the month?</p> <p>Let's look at another employee.</p> <p>Serena Lopez was also hired as a Permanent Full Time Employee effective February 10. Let's see what happens if she does not return her health benefits forms prior to the first day of the month following her permitting event date.</p> <p>In February, the Personnel Specialist will enter a 2D code into the ACAS to reflect the "waiting period" between Serena's hire date of February 10, and the earliest date that she would be eligible for health coverage (the first day of the month following appointment – March 1).</p> <p>In March, the Personnel Specialist enters a 1A code with an effective date of March 1, into the ACAS to document the offer of health benefits.</p> <p>Because Serena did not return her health benefits forms until after March 1 (the first day of the month following her permitting event date), her health benefits are not actually effective until April 1. Therefore, in April, the Personnel Specialist enters a 3A code with an effective date of April 1, to reflect Serena's acceptance of health benefits.</p>
29	<p>What if Employee Accepts Health Benefits ...After 60 Days?</p> <p>VLADIMIR - NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Accepted Health Benefits on 5/2/14</p> <p>2D 1A 4B 3B</p> <p>September 1, 2014 3B means employee accepted the offer of coverage after serving a 90-day HIPAA waiting period.</p> 	<p>What if an Employee accepts Health Benefits after 60 Days?</p> <p>Let's take a look at what happens when an employee is late in returning their health benefit enrollment forms. This means the employee did not return the forms within 60 calendar days of the event that qualified them for benefits.</p> <p>To demonstrate, we will look at Vladimir McFadden who was also hired as a Permanent Full Time Employee effective February 10.</p> <p>In February, the Personnel Specialist will enter a 2D code into the ACAS to reflect the "waiting period" between Vladimir's hire date of February 10, and the earliest date he would be eligible for health coverage (the first of the month following the appointment – March 1).</p>

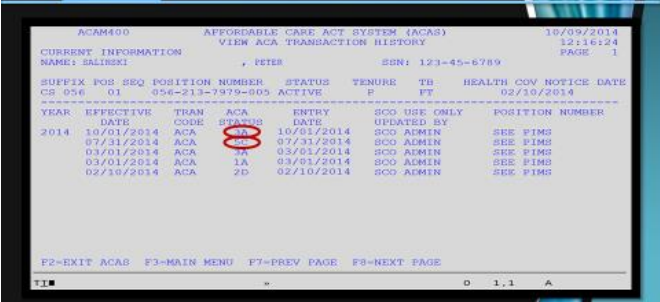
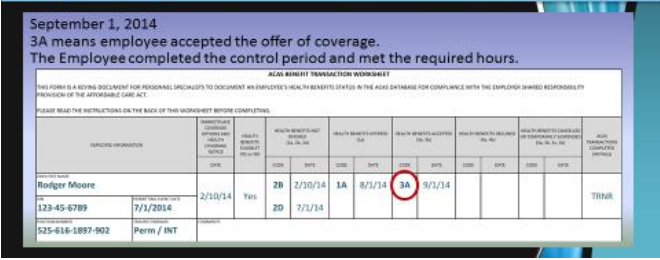
pg	Slide	Content
		<p>In March, the Personnel Specialist enters a 1A code with an effective date of March 1, into the ACAS to document the offer of health benefits.</p> <p>Because Vladimir did not return his health benefits forms to the Human Resources Office by April 10 (the 60th Calendar day), the Personnel Specialist will enter a 4B code into the ACAS in April with an effective date of April 11. This reflects an administrative decline of health benefits.</p> <p>On May 2, Vladimir returns his health benefits forms to the HR Office accepting health benefits. Since this is considered a late enrollment, Vladimir must serve a 90 calendar day HIPAA waiting period before his health benefits become effective. Therefore, his health benefits will not become effective until September 1, which is the first calendar day of the month following the 90-day HIPAA waiting period.</p> <p>In September, the Personnel Specialist will enter a 3B code with an effective date of September 1, into the ACAS to reflect the acceptance of health benefits following a HIPAA waiting period.</p>
30	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>Now that you have seen some examples of how to document in the ACAS Benefit Transaction Worksheet, let's take a look at how to enter data into the ACAS database.</p> <p>We will use our next scenario to begin. The Personnel Specialist will enter the employee's Social Security Number, place an X next to "Key ACA Transaction/Health Coverage Notice Date", and click enter.</p>

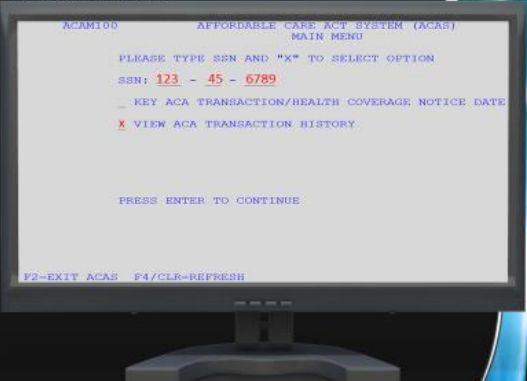
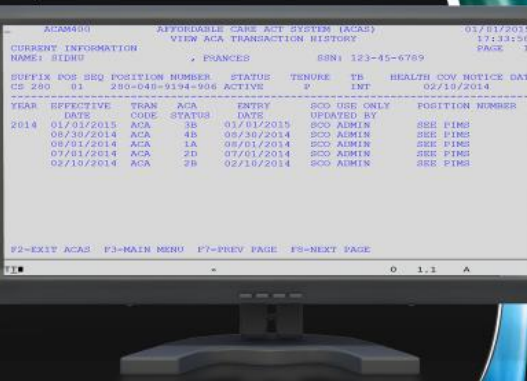
pg	Slide	Content
31	<p>OLGA - NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>Like the other employees, Olga Garcia was hired as a Permanent Full Time Employee effective February 10.</p> <p>In February, the Personnel Specialist will enter a 2D code into the ACAS system to reflect the “waiting period” between Olga’s hire date of February 10, and the earliest date she would be eligible for health coverage (the first of the month following the appointment – March 1).</p> <p>Because Olga is new to State Service, she received her Notice of Marketplace Coverage Options and Health Coverage Notice on February 10. The Personnel Specialist will enter this date in the Health Coverage Notice Date Field in February as well. Please refer to the ACAS online User Guide for more information regarding when to enter dates in the Health Coverage Notice Date Field.</p> <p>On February 28, Olga returns her signed health benefits forms to the Human Resources Office declining health benefits.</p> <p>Whether Olga enrolls in Flex Cash or not, the way data is entered into the ACAS will not change.</p>
32	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>In March, the Personnel Specialist will need to log back into Olga’s record in the ACAS to document the offer and decline of health benefits.</p>
33	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL-TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>In March, the Personnel Specialist enters a 1A code with an effective date of March 1, into the ACAS to document the offer of health benefits.</p>

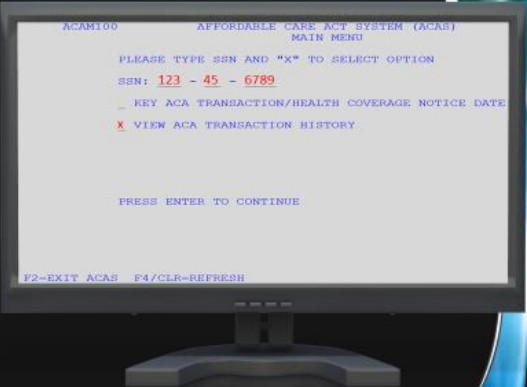


pg	Slide	Content
34	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>The ACAS will display a message indicating that the transaction has been updated.</p>
35	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>The Personnel Specialist can then return to the main menu to key additional transactions, in this case, the decline of health benefits.</p>
36	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	<p>In March, the Personnel Specialist will also enter a 4A code with an effective date of March 1, into the ACAS system to document the decline of health benefits.</p> <p>Here's a helpful hint: The effective date of a 4A code (employee declines benefits) will always be the same as the effective date of the 1A code (employee offered benefits).</p>

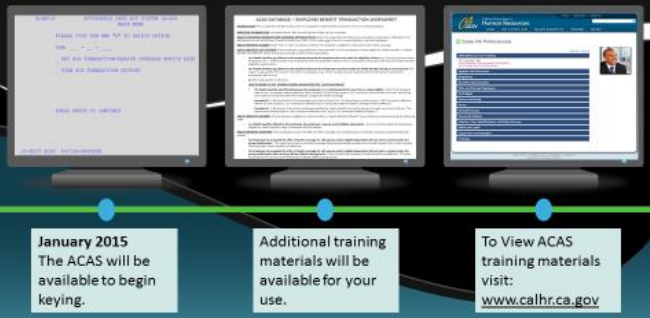

pg	Slide	Content																																																
37	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	...and the next screen shows that Olga’s status was successfully updated.																																																
38	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p> 	Now let’s take a look at Olga’s ACAS History.																																																
39	<p>OLGA – NEW HIRE CIVIL SERVICE PERMANENT FULL TIME Employee Offered Health Benefits at Hire on 2/10/14 Employee Declined Health Benefits on 2/28/14</p>  <table><tr><th>SUFFIX</th><th>POS</th><th>SEQ</th><th>POSITION NUMBER</th><th>STATUS</th><th>TENURE</th><th>TB</th><th>HEALTH COV NOTICE DATE</th></tr><tr><td>CB</td><td>525</td><td>01</td><td>525-550-1897-004</td><td>ACTIVE</td><td>P</td><td>PT</td><td>02/10/2014</td></tr></table> <table><tr><th>YEAR</th><th>EFFECTIVE DATE</th><th>TRAN CODE</th><th>ACA STATUS</th><th>ENTRY DATE</th><th>SCO USE ONLY</th><th>UPDATED BY</th><th>POSITION NUMBER</th></tr><tr><td>2014</td><td>03/01/2014</td><td>ACA</td><td>4A</td><td>03/01/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>03/01/2014</td><td>ACA</td><td>1A</td><td>03/01/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>02/10/2014</td><td>ACA</td><td>2D</td><td>02/10/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr></table> <p>Footer text includes 'F2=EXIT ACAS F3=MAIN MENU F7=PREV PAGE F8=NEXT PAGE'.</p>	SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB	HEALTH COV NOTICE DATE	CB	525	01	525-550-1897-004	ACTIVE	P	PT	02/10/2014	YEAR	EFFECTIVE DATE	TRAN CODE	ACA STATUS	ENTRY DATE	SCO USE ONLY	UPDATED BY	POSITION NUMBER	2014	03/01/2014	ACA	4A	03/01/2014	SCO ADMIN	SEE PIMS			03/01/2014	ACA	1A	03/01/2014	SCO ADMIN	SEE PIMS			02/10/2014	ACA	2D	02/10/2014	SCO ADMIN	SEE PIMS		<p>In the ACA Transaction history, the most current transaction is at the top. Olga’s history shows that she declined benefits, code 4A, effective March 1. She was also offered benefits effective March 1, code 1A. Remember the codes 4A and 1A will always have the same effective date. Finally, Olga’s history reflects a code 2D from the date of her appointment on February 10, until March 1. This reflects the administrative waiting period before the earliest date that health benefits could be effective.</p> <p>Let’s move on to more employee scenarios.</p>
SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB	HEALTH COV NOTICE DATE																																											
CB	525	01	525-550-1897-004	ACTIVE	P	PT	02/10/2014																																											
YEAR	EFFECTIVE DATE	TRAN CODE	ACA STATUS	ENTRY DATE	SCO USE ONLY	UPDATED BY	POSITION NUMBER																																											
2014	03/01/2014	ACA	4A	03/01/2014	SCO ADMIN	SEE PIMS																																												
	03/01/2014	ACA	1A	03/01/2014	SCO ADMIN	SEE PIMS																																												
	02/10/2014	ACA	2D	02/10/2014	SCO ADMIN	SEE PIMS																																												

pg	Slide	Content																																										
40	<p>ANDREW – CIVIL SERVICE PERMANENT FULL-TIME TIMEBASE REDUCTION TO ¼ TIME Employee Reduces Timebase Effective 9/15/14</p>  <p>The screenshot shows the ACAS (Affordable CARE ACT SYSTEM) interface. At the top, it says 'ACAS100 AFFORDABLE CARE ACT SYSTEM (ACAS)'. Below that, 'KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE' is displayed with the date 09/15/2014. The employee's name is FONG, ANDREW, and his SSN is 123-45-6789. His position is 056-213-7979-005, and his status is ACTIVE. The tenure is 001/004. The effective date for the ACA transaction is 09/15/2014, and the code entered is 2A. The screen also shows the health coverage notice date as 09/15/2014. At the bottom, there are navigation options: F2=EXIT ACAS, F3=MAIN MENU, and F4=CLR=REFRESH.</p>	<p>Andrew Fong is a Permanent Full Time Employee with health benefits.</p> <p>On September 15th Andrew reduces his timebase to ¼ time.</p> <p>The timebase change will make Andrew ineligible for benefits.</p> <p>On September 15, the Personnel Specialist will enter a 2A code into the ACAS to reflect that Andrew is not eligible for health benefits due to his tenure or timebase.</p>																																										
41	<p>ANDREW – CIVIL SERVICE PERMANENT FULL-TIME TIMEBASE REDUCTION TO ¼ TIME Employee Reduces Timebase Effective 9/15/14</p>  <p>The screenshot shows the ACAS interface with the same employee information as slide 40. The effective date for the ACA transaction is now 10/31/2014, and the code entered is 5A. The health coverage notice date is also 10/31/2014. The navigation options at the bottom are the same: F2=EXIT ACAS, F3=MAIN MENU, and F4=CLR=REFRESH.</p>	<p>On October 31, the Personnel Specialist will enter a 5A code into the ACAS to reflect the administrative cancellation of Andrews’s health coverage.</p> <p>Remember, the effective date of any “5” code is the last day of the month that the health benefits coverage was effective.</p>																																										
42	<p>ANDREW – CIVIL SERVICE PERMANENT FULL-TIME TIMEBASE REDUCTION TO ¼ TIME Employee Reduces Timebase Effective 9/15/14</p>  <p>The screenshot shows the ACAS interface with the title 'VIEW ACA TRANSACTION HISTORY'. It displays a table of transactions for Andrew Fong.</p> <table><thead><tr><th>YEAR</th><th>EFFECTIVE DATE</th><th>TRAN CODE</th><th>STATUS</th><th>ENTRY DATE</th><th>SCO USE ONLY</th><th>POSITION NUMBER</th></tr></thead><tbody><tr><td>2014</td><td>10/31/2014</td><td>5A</td><td>10/31/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>09/15/2014</td><td>2A</td><td>09/15/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>03/01/2014</td><td>3A</td><td>03/01/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>03/01/2014</td><td>1A</td><td>03/01/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr><tr><td></td><td>02/10/2014</td><td>2D</td><td>02/10/2014</td><td>SCO ADMIN</td><td>SEE PIMS</td><td></td></tr></tbody></table> <p>At the bottom, there are navigation options: F2=EXIT ACAS, F3=MAIN MENU, F7=PREV PAGE, and F8=NEXT PAGE.</p>	YEAR	EFFECTIVE DATE	TRAN CODE	STATUS	ENTRY DATE	SCO USE ONLY	POSITION NUMBER	2014	10/31/2014	5A	10/31/2014	SCO ADMIN	SEE PIMS			09/15/2014	2A	09/15/2014	SCO ADMIN	SEE PIMS			03/01/2014	3A	03/01/2014	SCO ADMIN	SEE PIMS			03/01/2014	1A	03/01/2014	SCO ADMIN	SEE PIMS			02/10/2014	2D	02/10/2014	SCO ADMIN	SEE PIMS		<p>This screen shows Andrew’s ACAS history, including his recent 5A code which was preceded by his 2A code.</p>
YEAR	EFFECTIVE DATE	TRAN CODE	STATUS	ENTRY DATE	SCO USE ONLY	POSITION NUMBER																																						
2014	10/31/2014	5A	10/31/2014	SCO ADMIN	SEE PIMS																																							
	09/15/2014	2A	09/15/2014	SCO ADMIN	SEE PIMS																																							
	03/01/2014	3A	03/01/2014	SCO ADMIN	SEE PIMS																																							
	03/01/2014	1A	03/01/2014	SCO ADMIN	SEE PIMS																																							
	02/10/2014	2D	02/10/2014	SCO ADMIN	SEE PIMS																																							

pg	Slide	Content
43	<p>PETER – CIVIL SERVICE PERMANENT FULL-TIME 60 WORKING DAY UNPAID LEAVE OF ABSENCE Employee Unpaid Leave of Absence Effective 7/1/14</p> <p>5C 3A</p> 	<p>Peter Salinski is a Permanent Full Time Employee with health benefits. On July 1, Peter begins a 60-day unpaid leave of absence. His health benefits will be temporarily suspended during this time.</p> <p>On July 31, the Personnel Specialist will enter a 5C code into the ACAS to show the temporary suspension of Peter's health coverage effective July 31. His benefits were not suspended until the end of July because Peter's work in June paid for the July benefits.</p> <p>On September 19, Peter returns to work.</p> <p>In October, the Personnel Specialist enters a 3A code with an effective date of October 1, to restore Peter's health benefits. Peter's work in September paid for the October benefits.</p>
44	<p>RODGER - CIVIL SERVICE PERMANENT INTERMITTENT Employee Must Complete Control Period Hours Before Qualifying for Health Benefits Timely Acceptance of Benefits</p> <p>2B 2D 1A 3A</p> 	<p>Now let's look at a Permanent Intermittent employee.</p> <p>Rodger Moore was hired as a Permanent Intermittent Employee effective February 10. He was not offered health benefits at the time of hire. He must qualify for health benefits by working sufficient hours during the January through June control period.</p> <p>In February, the Personnel Specialist enters a 2B code into the ACAS. This code reflects that health benefits were not offered because Rodger must complete a control period to qualify.</p> <p>On July 1, it was determined that Rodger had completed sufficient hours to qualify for health benefits. Rodger is provided with a packet of information regarding his health benefits options.</p> <p>During July, the Personnel Specialist will enter a 2D code into the ACAS. This code reflects the "waiting period" between Rodger's permitting event date of July 1, and the earliest date that he would be eligible for health coverage (the first of the month following his permitting event date – August 1).</p> <p>In August, the Personnel Specialist enters a 1A code with an effective date of August 1, into the ACAS to document the offer of health benefits.</p> <p>On August 2, Rodger returns his signed health benefits forms to the Human Resources Office, accepting health benefits.</p>

pg	Slide	Content
		<p>Because Rodger did not return his health benefits forms until after August 1, his health benefits are not actually effective until September 1. Therefore, in September, the Personnel Specialist enters a 3A code with an effective date of September 1, to reflect Rodger's acceptance of health benefits.</p>
45	<p>FRANCES - CIVIL SERVICE PERMANENT INTERMITTENT Employee Must Complete Control Period Hours Before Qualifying for Health Benefits Late Acceptance of Benefits</p> 	<p>Our next scenario is the history for a Permanent Intermittent Employee, Frances Sidhu, who works sufficient hours in the control period to qualify for benefits, but fails to return her health forms within 60 days.</p> <p>This results in her late acceptance of health benefits.</p>
46	<p>FRANCES - CIVIL SERVICE PERMANENT INTERMITTENT Employee Must Complete Control Period Hours Before Qualifying for Health Benefits Late Acceptance of Benefits</p> 	<p>Here you see Frances' ACA transaction history.</p> <p>Frances was hired on February 10, just like Rodger. She qualified for, and was offered health benefits on, the same dates as Rodger and the appropriate ACA codes were posted and are shown.</p> <p>However, because Frances did not return her health benefit forms to the Human Resources Office by August 30 (the 60th Calendar day), the Personnel Specialist entered a 4B code into the ACAS in August, with an effective date of August 30. This reflects an administrative decline of health benefits.</p> <p>On September 30, Frances returned her health benefits forms to the HR Office, accepting health benefits. Since this is considered a late enrollment, Frances must serve a 90 calendar day HIPAA waiting period before her health benefits become effective. Therefore, her health benefits will not become effective until January 1, 2015, which is the first calendar day of the month following the 90-day HIPAA waiting period. In January, the Personnel Specialist entered a 3B code with an effective date of January 1, 2015, into the ACAS to reflect the acceptance of health benefits following a HIPAA waiting period.</p>

pg	Slide	Content
47	<p>JOAN - CIVIL SERVICE TEMPORARY INTERMITTENT Seasonal Clerk Not Expected To Work More Than 130 Hours Per Month</p> 	<p>Our next scenario shows the history for a Temporary Intermittent Seasonal Clerk, Joan Jettison.</p>
48	<p>JOAN - CIVIL SERVICE TEMPORARY INTERMITTENT Seasonal Clerk Not Expected To Work More Than 130 Hours Per Month</p> 	<p>On February 10, Joan Jettison was hired as a Seasonal Clerk.</p> <p>As a seasonal clerk, Joan does not meet the State of California's health benefits eligibility requirements.</p> <p>During February, the Personnel Specialist enters a 2A code in the ACAS.</p> <p>Code 2A means that health benefits are not offered to Joan because she is not eligible as a temporary intermittent employee.</p>
49	<p>Keying Error?</p> 	<p>Keying Error?</p> <p>Since mistakes may be made, the ACAS also allows you to void a transaction.</p> <p>Please refer to the ACAS User Guide for detailed instructions on voiding transactions.</p>

pg	Slide	Content
50	<p>NEXT STEPS</p>  <p>January 2015 The ACAS will be available to begin keying.</p> <p>Additional training materials will be available for your use.</p> <p>To View ACAS training materials visit: www.calhr.ca.gov</p>	<p>What Happens Next?</p> <p>The ACAS will be available to begin keying in January 2015.</p> <p>To help you prepare to begin keying, additional training materials will be available for your use.</p> <p>These tools include an emulator which will simulate the ACAS database, work instructions, the checklist, and the ACAS Benefit Transaction Worksheet.</p> <p>To view a copy of these materials, please visit CalHR's website at: www.calhr.ca.gov.</p>
51	<p>Thank you for your participation!</p> 	<p>CalHR and the Controller's Office wish to thank you for your participation.</p>